

RFQ NOTIFICATION SHEET
Office of Contracts and Rate Setting

State of Michigan
Department of Human Services

Notice of a request for quotations or a request for proposals is hereby given Pursuant to Act No. 124 of the Public Acts of 1999.

Amount: Up to \$800,000.00 for two years, nine months	ITB Number DHSSFSC0782002
---	---

<p>Bid Description:</p> <p>Wayne County - Post Adoption Services</p> <p>Contractor will provide:</p> <ul style="list-style-type: none">• Post Adoption Crisis Intervention to avoid adoption rescission and to bring stability to the adoptive family.• Development of a Post Adoption Task Force as part of community building.

Due Date For Response: Wednesday, October 4, 2006, 11:00 a.m.

Contact Person Name: Teresa Pulido	Phone #: (313) 456-1275
E-Mail Address: PulidoT@michigan.gov	

REQUEST FOR QUOTE
Michigan Department of Human Services

Contract/RFQ Number: **SFSC-07-82002**

Bid Submission Due Date & Time: **Wednesday, October 4, 2006, 11:00 a.m.**

Geographic Area to be Served: **Wayne County**

Service Titles:

Service #1: Post Adoption Services

Service #2: Post Adoption Task Force

***Proposals must include both services.**

Anticipated Contract Begin and End Dates: **January 1, 2007 to September 30, 2009**

Method of Reimbursement: **X Actual Cost Unit Rate**

Maximum Annual Contact Amount: **\$ 300,000.00 per year**

Issuing Office: Department of Human Services **Wayne County Contract Management Unit**

Contact Person: **Teresa Pulido**

Telephone #: **313.456.1275 Fax #: 313.456.1269**

Email Address: **PulidoT@michigan.gov**

Wednesday September 20, 2006, 10:00 a.m.
Conference Room L-500, Cadillac Place

Pre-proposal Conference: (Date, time, location) **3040 W. Grand Blvd., Detroit, MI 48202**
(Please notify the contact person above if you plan on attending)

Bidder Questions Due Date & Time: **Thursday, September 21, 2006 3:00 p.m.**

BID RESPONSE

(1) Submit electronic proposal and budget to: PulidoT@michigan.gov

Note: Electronic submissions of proposal and budget do not replace hard copy submissions. If hard copies are not received by bid due date and time, bidder will be disqualified.

(2) Submit hard copies to the following address:

- Seven (7) hard copies of the proposal Bid Response
- Two (2) hard copies of the Budget and Price Quotation, in a separate sealed envelope.

Wayne County Contract Management Unit

DHS Office

3040 W. Grand Blvd., Suite 4-100

Street Address

Detroit

MI

48202-6040

City

State

Zip

The bidder must submit all inquiries regarding content via e-mail or surface mail. Bid responses must be submitted in person or via surface mail. Neither fax nor e-mail transmission of bid responses will be considered for award. If DHS believes that clarification of its initial material is necessary, information will be posted to the DHS RFQ web site. Likewise, if DHS determines it is necessary to revise any part of this RFQ, addenda informing will be posted to the DHS RFQ web site.

Bid responses that exceed the maximum annual dollar amount indicated for the RFQ will not be considered for award. The contract amount for subsequent years will be dependent on DHS' availability of funds and service needs. The established price per unit of service will be in effect for the entire period of the contract.

For the first contract period, the annual dollar amount will be prorated for the remainder of the year.

To be considered, bid responses must arrive at the Issuing Office on or before the date specified above. Bidders mailing bid responses should allow normal delivery time to ensure timely receipt of their bid responses.

Awards made as a result of this RFQ will require execution of a contract with DHS. The contract will contain standard non-negotiable General Provisions. A copy of the General Provisions is available upon request.

Rating

All bid responses will be evaluated on the basis of rating criteria identified in the RFQ. Contracts will be awarded using a two-step process linking price and quality. The most recent audit of each bidder may be reviewed by DHS, at its discretion, to determine the bidder's fiscal viability. DHS may eliminate from the rating process any bidders that fail to pass this review. If the bidder has provided contractual services to DHS previously, DHS may consider reviewing monitoring and/or outcome information related to prior contracts.

Authority:	P.A. 2080 of 1939.
Completion:	Mandatory.
Penalty:	Contract Invalid

Department of Human Services (DHS) will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, height, weight, marital status, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to a DHS office in your area.

POST ADOPTION SERVICES

REQUEST FOR QUOTE

JANUARY 1, 2007 TO SEPTEMBER 30, 2009

**Wayne County
Department of Human Services
Contract Management Unit
3040 W. Grand Blvd., Suite 5-450
Detroit, Michigan 48202-6040**

BIDDER OVERVIEW

This Request for Quote (RFQ) package contains the following elements:

1. Cover Sheet
2. Description of Services for Bid
3. Rating Criteria
4. Request for Quote Policy
5. Bidder Information and Instructions
6. Bidder Response Section
7. Cost Quotation
8. Budget Completion Instructions

Description of Services for Bid

I. CONTRACTOR RESPONSIBILITIES

A. Geographic Area

The Contractor shall provide services described herein in the following geographic area: Wayne County.

B. Location of Facilities

C. Client Eligibility Criteria

1. Eligible Clients

Children who are:

- adopted from a state's foster care program, and
- receive or are eligible to receive a support subsidy from the state that placed the child in the adoptive home, and
- for whom the adoption is finalized and
- eighteen years of age or under and
- whose adoptive family resides in Wayne County

2. Determination of Eligibility

- a. The Contractor shall determine and document eligibility
- b. Documentation must include a declarative statement from the adoptive parent that they are either currently receiving an adoption support subsidy issued by one of the fifty states or that the child was in court ordered foster care due to abuse or neglect;
- c. Copies of these documents must be retained in the case record.

D. Services to be Delivered

Service # 1 of 2: POST ADOPTION SERVICES

1. Activities the Contractor shall perform:

The Contractor shall:

- a. Provide staff with a Masters of Social Work degree.

- b. Provide Crisis Intervention services for up to three consecutive months to adoptive families undergoing a disruption in family stability in order to resolve the crisis and bring stability to the family. This service shall include an Assessment and Family Plan.
- c. Develop and maintain a 24-hour on-call system to be available during traditional and non-traditional office hours to be operational within thirty (30) days of the start date of this Agreement. The 24-hour on-call system is to be maintained by professional staff. This on-call system shall serve as an entry point for all post adoption service requests.
- d. Make initial telephone contact with the adoptive family in crisis within twenty-four (24) hours of the referral. Referrals may be from DHS, community or self-referral.
- e. Conduct a face to face interview with the adoptive family in crisis within forty-eight (48) hours of the referral to assess initial presenting problems, family history, previous intervention efforts, family resources and strengths, identification of other resources working with or available to the family, the post adoption dynamics and other presenting issues. This assessment must be conducted at the family's home unless the family requests another appropriate option.
- f. Obtain necessary releases and authorizations from adoptive families receiving crisis intervention and other services during the initial contact and/or assessment, when appropriate.
- g. Refer adoptive families in crisis to the community mental health agency if necessary or other appropriate community based providers within twenty-four (24) hours of the face to face family assessment to secure services. A written copy of any referrals for these services must be provided to the adoptive parent(s).
- h. Follow up with the family and referral agency to confirm acceptance or denial of referral. The adoptive family case file must contain information regarding the specific referral(s), contact name(s), telephone number(s) and written documentation of denial or unavailability of requested services.
- i. Provide families with a verbal and written description regarding the range of available services under this Agreement and other services available throughout the community within seven (7) business days of the Post Adoption service being initiated. A copy of the written description must be retained in the case file. The file copy must contain the parent's signature verifying they have received this information.

- j. Provide a written plan to administer flexible monies within three (3) business days following the determination of a specific need of a post adoptive family receiving crisis intervention services. The availability of flexible monies must be based on the unavailability of funds through other sources. Total flexible fund requests per adoptive family must not exceed \$250.00 per DHS fiscal year of this Agreement. Flexible monies may only be used to assist in implementing Crisis Intervention services.
- k. Maintain regular contact with the adoptive family minimally on a monthly basis to:
 - monitor improvements in family functioning
 - address reoccurring problems or crisis
 - make referrals for needed services
 - address outcomes from services secured and provided to measure outcome achievement

These factors must be documented in the case file and included in monthly written progress reports.

- l. Meet with the adoptive family within ten (10) days of the decision to end the crisis intervention case. In a closure interview, review and evaluate services provided and identify any additional unmet needs.
- m. Provide a written Termination Report within two (2) weeks of the closure interview and the family's crisis stabilization. The report must include:
 - identifying information
 - record of contacts
 - summarization of adoptive family's contacts with service providers (date, type of service, with whom)
 - service outcomes
 - record of referrals to address any unmet needs of the family
 - identification of who is responsible to pursue contractor's recommendations
 - reason for case closure
 - adoptive parent's signature(s)

Provide the adoptive family with a written copy of the Termination Report and any referrals for recommended services. Reasons for case closure may include:

- Mutual decision (adoptive family-contractor-referring agency-community agencies) where completion of goals have been achieved.
 - Family initiated closures – identify reason.
 - Contractor initiated closures – identify reason.
 - Court jurisdiction resulting in the child's removal from the home and reunification efforts are not being planned or implemented.
- n. Either directly or through community resources and services:
- 1) Provide Outreach assistance to adoptive families. These services may include but are not limited to:
 - a) educational, including special education services
 - b) Medicaid or medical subsidy;
 - c) children's special health care services;
 - d) Supplemental Social Security;
 - e) Community Mental Health services;
 - f) WIC or other similar nutritional supportive services

When appropriate, assist adoptive families in resolving issues with potential community providers and/or agencies.
 - 2) Provide necessary assistance and advocacy when and if the adoptive child may appear to benefit from specialized educational services. Inform the family within seven (7) business days of the Michigan Special Education laws, how to access these services for their child, and provide advocacy services.
 - 3) Provide adoptive families with materials to assist them in identifying post adoption services available to them. The Contractor staff shall discuss and explain the services and relevant protocols as needed.
- o. Provide information on respite care to adoptive families. The respite care shall be for non-overnight and non-extended stay and should be appropriate for the behavioral needs of the children. Respite care is not to be paid by the Contractor and as such, is not reimbursable through this Agreement.

Respite Care is a useful tool to address prevention and de-escalation of crisis as a means of temporary relief to adoptive parents, children and blended families to avoid rescinding the adoption and out-of-home placements.

- p. Provide family support and activities to adoptive families for the purpose of family stabilization. At least monthly, the Contractor shall organize and facilitate a planned activity for a minimum of fifteen (15) adoptive families. The duration of the planned activity must be a maximum of five (5) hours per event. The nature of the planned activity shall reflect the input of the family participants. These activities may include, but are not limited to traditional support groups, retreats, activities, tutoring, and mentoring. The location of the activities must be at a place that is reasonably located to the majority of participants and in a facility that is structurally safe and secure. None of the cost of the planned activities may be reimbursed by this Agreement to the Contractor.

A summary of each planned activity, sign-in sheet and cost shall be submitted to the Contract Administrator when submitting the corresponding Statement of Expenditures Report. Copies are to be kept by the Contractor. Participant cost, if any, must not exceed \$50.00 per family.

2. Volume of Service:

- a. Clients: The estimated number of eligible (unduplicated) clients to be served during a twelve month period shall be: 250
- b. Unit Definition: One unit equals the provision of Post Adoption Services to one (1) adoptive family.
- c. Number of Units: The estimated number of units of service to be provided per term of Agreement shall be: 667

From the total amount, the estimated number of units that may be expended during the following periods is:

<u>Fiscal Year</u>	<u>Estimated Number of Units</u>
January 1, 2007 through September 30, 2007	167
October 1, 2007 through September 30, 2008	250
October 1, 2008 through September 30, 2009	250

Service # 2 of 2: POST ADOPTION TASK FORCE

1. Activities the Contractor shall perform:

The Contractor shall:

Develop a Post Adoption Task Force for the purpose of community building.

- a) Establish and coordinate a Post Adoption Task Force that shall meet quarterly and/or as needed. It shall consist of public and private service providers, non-traditional community service providers, adoptive parents and other stakeholders to develop an on-going network designed to identify services, meet the needs of and advocate for services for adoptive families. It's role shall be to enhance provider awareness of adoptive families' needs, build networking relationships and provide a forum for advocacy and accessibility of services.
- b) Provide a Task Force Facilitator who shall chair meetings and complete a written Task Force Report that shall include findings and recommendations of each meeting. The report shall be distributed to Task Force participants and the DHS Contract Administrator within thirty (30) days after each meeting. Reports shall include:
 - Action steps taken
 - Designated persons responsible to complete or follow through on steps
 - Outcomes of efforts made.
- c) Develop a Resource Guide that identifies community agencies that provide services to adoptive families.
- d) Develop brochures and flyers to distribute countywide to announce the availability of services through this Agreement and the Post Adoption Task Force. All publications must be pre-approved by DHS.

2. Volume of Service:

- a. Unit Definition: One unit equals the development, coordination and ongoing implementation of a Post Adoption Task Force as described above.
- b. Number of Units: 1

E. Evaluation Reporting Requirements

The Contractor shall submit to the DHS monthly reports that indicate the status and effectiveness of activities performed under this Agreement as indicated:

1. Maintain records sufficient to identify those families being surveyed and the specific outcome(s) attained by each adoptive family. The local DHS/SFSC office, in cooperation with the Contractor, may design forms for use in obtaining needed or additional information.
2. Completion and submission of satisfaction surveys to DHS/Strong Family Safe Children Unit (SFSC) on service provisions in crisis intervention, community services, community building, adoptive family support and recreation and respite service.
3. A follow-up evaluation for each adoptive family served conducted at three (3) months and six (6) months following termination of crisis intervention services to determine the number of adoption rescission or re-placements averted. Placement information shall be recorded and maintained on a case data log. An external evaluation may be conducted.
4. The Contractor will provide the Strong Families/Safe Children Unit with data on crisis intervention to determine family functioning, identify needs for continued services, and include any additional recommendations which may assist the family in maintaining healthy dynamics.
5. The Contractor shall provide quarterly reports on outcomes and resources identified and accessed to improve adoptive family functioning through the facilitation of the Post Adoption Task Force results. Quarterly reports shall also include number of resources added to the program.
6. The Contractor shall survey clients who receive community resources.

C. Evaluation Criteria

The services provided by the Contractor under this Agreement shall be evaluated by the DHS on the basis of the following criteria:

Crisis Intervention

1. 80% or more of adoptive families surveyed who received crisis intervention services shall remain stable for six months or more following case closure. Data on the number of adoptive families served shall be included the compiled report.
2. 90% or more of adoptive families surveyed who received crisis intervention services shall report satisfaction with services provided. Data on the number of adoptive families served shall be included in the compiled report. The satisfaction survey shall be developed within three months of the contract's

effective date, and in collaboration with DHS/SFSC. A copy of the completed survey shall remain in the client/adoptive family case file.

Community Services and Community Building:

1. 90% of adoptive families surveyed who received community referral services shall demonstrate their ability to adequately access appropriate resources to assist with their family needs upon termination of services.
2. 85% of a randomly selected sample of adoptive families living in Wayne County shall report knowledge of and identify a sample of services the Contractor provides.

Adoptive Family Support and Recreation:

1. 85% of participants surveyed who attended support group(s), workshop(s), educational, or activities funded under this contract, shall report they were satisfied with services.

Entire Program:

1. After 12 months of program operation, the number of out of home placements and disruptions of adoptions with Wayne County cases shall decrease by 20% for each year of funding under this Contract.
2. Customer surveys shall be mailed to 100% of families receiving services on an annual basis and 90% of responses shall indicate satisfaction with services provided. The survey shall be developed in collaboration with and approved by DHS/SFSC.
3. 95% of all requested reports and material shall be forwarded to DHS/SFSC within the time frame specified by DHS/SFSC or its designee.

REQUEST FOR QUOTE - RATING CRITERIA

Request for Quote (RFQ) proposals will be rated by a Rating Committee according to the following criteria:

I. Bidder's Experience/Qualifications

(Maximum points 30)

A. Agency

1. Has bidder ever performed similar services for DHS or another purchaser?
2. To what degree is experience with other similar services relevant to the service(s) being bid?
3. Does the bidder demonstrate successful collaborate working relationships with other relevant community systems and have documented increased outcomes for clients:

B. Staff

1. Do the position descriptions for direct services staff persons require experience in this or related services?
2. Does the supervisory staff, who will provide supervision and oversight of direct-care staff, have previous work experience in this or related services?
3. Does the administrative staff who will provide administrative oversight have experience in this or a related service?
4. Do the staff for whom resumes are provided demonstrate the appropriate level of capability for providing identified services?

C. Education

1. Are educational requirements appropriate for each of the following types of staff?
 - Direct Service Staff
 - Supervisory
 - Administrative
2. Does the bidder provide an acceptable level of training for new staff?
3. Does the bidder have an acceptable level of on-going training to staff?

D. Performance

1. If this or similar services were provided to DHS previously:
 - Were the terms of the agreement fulfilled satisfactorily?
 - Was DHS satisfied with the quality of services provided?
 - If not, did the bidder submit and implement appropriately corrective action plan?
2. If these or similar services were provided to other purchasers:
 - Were the purchasers satisfied with the services provided?
 - Were the services monitored by the purchasing agency?
 - If yes, were monitoring reports satisfactory?

II. Program Implementation (Work Plan)

(Maximum points 30)

A. Service Delivery

1. Are step-by-step procedures described in detail? Do they demonstrate ability to fully implement the program? Does the bidder reflect an understanding of and the ability to provide Crisis Intervention to adoptive families? Is their Work Plan appropriate and effective in meeting the needs of adoptive families?
2. Does the bidder demonstrate ability to provide services to a diverse client population?
3. Is the bidder's plan for accommodating client barriers to accessing services adequate?
4. Does the bid response adequately describe how the bidder will engage eligible clients and encourage a high level of participation?
5. Is the bidder assessment process relevant for program eligibility and intent
 - Strength based; solution focused
 - Client centered
 - Timely after referral

6. Does the bidder have an acceptable plan in place to assure that it will begin on the identified date?
7. Does the bidder demonstrate the ability to coordinate services with other agencies for clients served by multiple systems?
8. Is the bidder's proposed curriculum adequately and appropriately addressing client needs?

B. Staffing

1. Does the proposed organizational chart describe appropriate lines of supervision and authority to assure efficient delivery of service and contract compliance?
2. Does bid response include adequate descriptions of roles for executive/administrative staff, management/supervisory staff, direct-care-staff, and other supportive personnel?
3. Does the bidder identify an adequate plan to assure an appropriate level of staff screening?
4. Does the bidder have an acceptable turnover rate for direct care staff?
5. Does the bidder have an acceptable plan in place to address continuation of service when staff turnover occurs?

C. Support Activities

1. Is the facility large enough to meet the demand for services in the geographic service area?
2. Does the bidder identify an adequate plan to assure an appropriate level of client confidentiality?
3. Does the bidder identify an adequate plan to assure an appropriate level of security for clients?
4. Does the bidder identify an adequate plan to assure an appropriate level of security for the public?

III. Outcomes

(Maximum points 10)

- A. Were behavioral outcomes of services provided to DHS or other purchasers satisfactory?
- B. Was the bidder able to demonstrate ability to establish and achieve outcome goals?
- C. Were behavioral outcome goals that were established for the services appropriate?
- D. To what degree were outcome goals achieved? For what percentage of population served were goals achieved? What percentage of goals was achieved?
- E. Does the bidder demonstrate an ability to perform follow-up with clients and assess effectiveness of its services?

IV. Fiscal Resource Allocation

(Maximum points 15)

- A. Does bid response demonstrate that the bidder's resources can provide a consistent capacity to sustain an adequate level of service throughout life of the agreement (including staffing, communication resources, and the described facility [both location and size])?
- B. Is supervisory and administrative support adequate with respect to appropriately
 - . Consultation
 - . Back-up
 - . Span of control
- C. Are the number of direct-care staffing hours adequate to deliver the level of needed service, as identified in both the fiscal and Narrative portions of the bid response?
- D. Are the resources (budgeted details such as salaries, occupancy, communication, supplies & equipment, transportation, contracted services, and miscellaneous) reasonable to accomplish the bidder's work plan, and reasonably adequate to provide a consistent level of service throughout the life of the agreement.

- E. Are the resources identified in the narrative portion of the proposal consistent with those in the budget?
- F. Does proposal specifically identify what resources bidder has available and how it will utilize (all) those resources to facilitate 24/07/365 accessibility (i.e., staffing allocation; communication; transportation, community contacts, etc.)? Does the bidder's Work Plan address telephone availability?
- G. Is the quantity of resources appropriate and reasonable for the level of proposed services? Do they match?
- H. Has the bidder identified other funding and/or donated or non-cash resources to support services and use the funding efficiently?
- I. Does the bid response include unallowable costs that will impact the ability of the bidder to implement the work plan?
- J. If the bidder provides in-kind, do they demonstrate a dependable, consistent source of in-kind funding?

V. Availability/Accessibility

(Maximum points 15)

- A. Does bid response adequately describe how bidder will identify the client population?
- B. Does the bidder have an adequate plan for informing eligible clients of the availability of their services? Is the bidder reasonably accessible to the client population during non-traditional service hours?
- C. Does the bid response adequately describe how bidder will provide outreach services?
- D. Is the bidder able to provide services at times when most clients can access them?
- E. Transportation
 - Is the bidder located close to public transportation?
 - Is the bidder's plan for arranging/providing client transportation feasible and appropriate?
- F. Does the bidder make adequate provision for client transportation needs?
- G. Are the bidder's facilities and services easily accessible to clients with disabilities?

- H. Is the bidder's plan for addressing client language barriers feasible and appropriate?
- I. Does the bidder have an appropriate plan for serving clients with physical disabilities?
- J. Is the bidder's plan for use of specific assistance funds reasonable and appropriate to achieve program goals?

Price Competition

Competitiveness in pricing will be determined using a formula that will divide the lowest bid price (from that region) by the bidder's price, and then multiply that by the bidder's initial score, determined through the above rating criteria.

REQUEST FOR QUOTE POLICY

General Information

This Request for Quote (RFQ) provides interested bidders with sufficient information to prepare and submit proposals for consideration by the Department of Human Services.

1. Contract Award

Contract award negotiations will be undertaken with those Contractors whose bid responses, as to price and other factors, show them to be qualified, responsible, and capable of performing the work.

The contract entered into will be that contract most advantageous to DHS, price and other factors considered. DHS reserves the right to consider bid responses or modifications thereof received at any time before award is made, if such action is in the best interest of DHS.

If a contract is awarded, the selected bidder will be required to comply with standard, non-negotiable General Provisions, which will be a part of the contract.

2. Rejection of Bid Responses

DHS reserves the right to reject any and all proposals received as a result of this RFQ, or to negotiate separately with any source whatsoever in any manner necessary to serve the best interest of DHS. This RFQ is made for information or planning purposes only. DHS does not intend to award a contract solely on the basis of any response made to this request or otherwise pay for the information solicited or obtained.

3. Incurring Costs

The State of Michigan is not liable for any cost incurred by the Contractors prior to issuance of a contract.

4. Inquiries

Questions regarding content of this RFQ must be submitted in writing to the Issuing Office. All questions must be submitted on or before the date specified on the cover sheet.

5. Amendment to the RFQ

In the event it becomes necessary to revise any part of this RFQ, addenda will be posted to this website.

6. Response Date

To be considered, bid response must arrive at the Issuing Office on or before the date and time specified in the cover sheet. Bidders mailing responses should allow normal delivery time to ensure timely receipt of their bid responses.

7. Bid Response

To be considered, bidders must submit a complete response to this RFQ, using the exclusively the format provided in the "Bidder Response to DHS". Bid Responses must be signed by an official authorized to bind the bidder to its provisions. The bid response must remain valid for at least 90 days.

8. Acceptance of Bid Response Content

The contents of the bid response of the successful bidder may become contractual obligations if a contract ensues. Failure of the successful bidder to accept these obligations may result in cancellation of the award.

9. Economy of Preparation

Bid Responses should be prepared simply and economically, providing a straightforward, concise description of the bidder's ability to meet the requirements of the RFQ.

10. Prime Contractor Responsibilities

The selected Contractor will be held accountable for all services offered in the bid response. Further, the State will consider the selected Contractor to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract.

11. News Releases

News releases pertaining to this RFQ on the service, study, or project to which it relates will not be made without prior State approval, and then only in coordination with the Issuing Office.

12. Disclosure of Proposal Contents

Bid Responses are subject to disclosure under the Michigan Freedom of Information Act (P.A. 1976, No. 442).

13. Independent Price Determination

- a. By submission of a bid response, the bidder certifies:
 - 1) The prices of the bid response have been arrived at independently without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
 - 2) Unless otherwise required by law, the price quotation in the bid response has not and will not be knowingly disclosed by the bidder to any potential bidder;
 - 3) No attempt has been made or will be made by the bidder to induce any other person or agency to submit or not to submit a bid response for the purpose of restricting competition;
 - 4) The price quoted is not higher than that given to the general public for the same service.
- b. Each person signing the bid response certifies that:
 - 1) She/he is the person in the bidder's organization responsible within that organization for the decision as to prices being offered in the bid response, and that she/he has not participated, and will not participate in any action contrary to a. 1 through 4 above; or
 - 2) She/he is not the person in the bidder's organization responsible within that organization for the decision as to the prices being offered in the bid response, but that she/he has been authorized in writing to act as agent for the persons responsible for such decision in certifying that such persons have not participated, and will not participate, in any action contrary to a. 1, through 4 above, and as their agent does hereby so certify; and that she/he has not participated, and will not participate in any action contrary to a. 1 through 4 above.
- c. A bid response will not be considered for award if the bidder is found to be noncompliant with any part of section 13 unless the bidder furnishes with the bid response a signed statement which sets forth in detail the circumstance of the disclosure and the Issuing Office determines that such disclosure was not made for the purpose of restricting competition.

BIDDER INFORMATION

1. To receive reimbursement from the State of Michigan, a Contractor must be registered as a vendor on the Michigan Accounting and Information Network (MAIN)

To register on MAIN:

- Click on <http://www.cpexpress.state.mi.us/>
 - Follow directions.
2. **Proof of public liability insurance** must be provided to DHS prior to the time the contract is executed (issued).
 3. If portions of the services are being subcontracted, the bidder must identify the services the subcontractor will perform and provide all information requested, (including a budget) as it applies to both the bidder and the subcontractor(s).

A contractor is responsible for the performance of any subcontractors who are held to the same standard of quality and performance as the contractor. Raters of bid responses will consider the qualifications of both the contractor and subcontractor when making contract award recommendations.

4. In completing the bidder response, please note the following:
 - The bid response should be paginated, except for attachments
 - Font size should be 12 or larger
 - Observe restrictions on number of pages. Restrictions do not include resumes, position descriptions, organizational charts or other attachments.

BIDDER RESPONSE SECTION

1. Bidder Name: _____

2. Bidder Mailing Address: _____

Bidder E-mail Address: _____

Bidder Fax Number: _____

3. Bidder Mail Code: _____ (Identified when registering on **MAIN**. See previous page)

4. Type of Organization: (Check one). Individuals are private proprietary.

_____ private, non-profit _____ private, proprietary _____ public _____ university

5. Bidder's fiscal year begin date: _____ (day and month)

6. Bidder's representative who is the authorized negotiator for the bidder.

(Name)

(Telephone Number)

7. Statement of Intent

The bidder hereby assures that the Request for Quote has been reviewed by the organization's governing body and that body has authorized submission of a bid response; that the person identified above as "bidder's representative who is the authorized negotiator" has been authorized by the governing body to represent the organization for the purposes of the submission of a bid response and contract negotiation; and that the organization intends to provide services according to the information contained in this Request for Quote, if selected and funded to do so.

Signature of Organization
President or Director

(Date)

Typed Name of Organization
President or Director

(Date)

A. Bidder Experience/Qualifications

Provide the following information:

1. Length of time providing this or similar services
2. List locations within the state at which the bidder maintains office that will be involved in providing service.
3. List all contracts with DHS that have been in place within the past 5 years.
4. Prepare a narrative description of prior experience providing this or a similar service. Include the following information:
 - Brief description of service provided;
 - Recipient of service;
 - Dates of service provision;
 - Describe the degree of similarity between related services the bidder has provided and the services being bid;
 - Name and telephone number of a contact person for each individual or agency for whom service was provided.
5. Using Staffing Allocation and Qualifications, CM-011, (attachment A) provide the requested information for each service for which a bid response is submitted:
 - Provide position descriptions for all positions included in the price quotation. Identify the positions current staff will fill if the contract is awarded to the bidder. Identify specific experience current staff has as it pertains to the services to be provided (possession of applicable licenses, completion of applicable training or workshops, etc.) Include resumes for all current staff who will provide services if the contract is awarded to the bidder. For all positions, identify minimum requirements with regard to education, years and type of experience, training, etc.
 - Attach a salary schedule for each staff employee who will provide services as identified above. Include all automatic and/or merit pay increases individuals will be eligible to receive during the term of the contract.
 - For each position, list the number of hours and the number of weeks to be committed to the services being bid.

6. Describe your current rate of turnover, (overall and direct service) including expectations for current staff continuance, planned staff reductions or growth, and comment regarding anticipated future turnover. Describe mechanisms in place to encourage staff retention.
7. Provide an organization chart that shows the structure that will be used to provide services if the contract is awarded. This should show who in your organization will be responsible for reporting to the DHS' Contract Administrator (CA). Please make sure position titles on the organizational chart match title designations referenced elsewhere in the bid response.

B. Work Plan (Program Implementation)

In narrative form, please describe how the bidder would implement the program described by DHS. Include the following information and identify each section by number and heading indicated below.

1. Describe the needs of post adoptive families and how that will impact on service delivery. Define what types of crisis adoptive families encounter and how you would address it.
2. Prepare a description of the way in which Post Adoption service would be provided to adoptive families. Describe how you would address the various types of crisis that an adoptive family might experience.
 - a. List each step, process, or activity a typical client would encounter in successfully completing the service (similar to a program flow chart).
3. For each process or activity, indicate how completing that process or activity would advance the client in accomplishing the general purpose of the service. Indicate the anticipated duration of service required to complete the service: hours per day, days per week, and total hours/week.
4. Supervision

Describe when and how staff will be supervised.
5. Staff Allocation

Describe the method used to determine the amount of staff time (both management and direct) needed to fulfill the terms of the service as described.
6. Explain how client will participate in identifying of needs and decision-making.

7. Once the contract is awarded, indicate how long it will be before you or your agency will be able to provide service (be specific, i.e., 30 days, 45 days, etc.) Confirm ability to provide service on the identified date.
8. How will the bidder interact with other agencies involved with the client's plan of treatment?
 - . DHS
 - . Other Agencies

C. Achievement of Outcomes

1. Specify the number of clients expected to achieve the desired outcomes.
2. Identify anticipated outcomes for the services to be provided.
3. What percentage of outcomes will be achieved for clients served?

D. Availability

1. Specify normal hours of business.
2. Indicate ability and willingness to provide additional hours at other times or days if necessary including a 24 hour on-call system.
3. Identify each location where services will be provided. Include the street address, city, and zip code for all locations.
4. Do facilities and services allow/encourage participation by clients with disabilities? That is, are training facilities accessible by wheelchair? Are restrooms accessible, etc?
5. Indicate ability to arrange transportation for clients to receive services, such as convenience to public transportation, bidder-owned vehicles, etc.
6. Access to public transportation.
7. Outreach
Indicate ability to provide outreach services in clients' homes or mutually agreed-upon locations if this is requested in the service description. Ability to respond to crisis situations.
8. Special assistance
 - . How available
 - . How used and when
9. Other
Based on DHS' description of the client population, describe any special considerations in the quotation or plans for providing services.

E. Budget Completion

Complete the following Price Quotation sheet and a Budget Statement (CM-468) and Budget Detail Sheets (CM-468A) which can be found at the following web site (http://www.michigan.gov/documents/CM-468ex_15681_7.xlt) in accordance with instructions. The bidder should complete the Budget forms only for the first 12 months if the bid response is for a multi-year period. **The bidder should prepare a 12 month budget even if the first year is less than 12 months.**

The bidder should submit price quotation and budget in an envelope separate from the rest of the bid response.

- If the initial period of the contract is for less than 12 months, a prorated contract amount will be calculated accordingly.
- The price established and approved by DHS will be in effect for the entire period of the contract and cannot be changed during that time.

F. Budget Narrative

Use the attached Resource Grid (CM-0043), (attachment B) to provide a narrative description of all resources the bidder requires to meet the requirements of the contract. Please be as brief as possible, while including all pertinent information.

1. Itemize (without indicating actual dollar amounts) the types of employees benefits offered, the square footage of each facility, supplies, travel mileage and other resources included in your budget. Be as specific as possible and quantify all resources whenever possible.
2. If resources will be provided through another source, identify the source and type of funds to be used. All match and in-kind funding should be identified and explained.

This information will be used to determine whether or not the resources included in the price quotation are adequate to provide the services DHS wishes to purchase as stated in the RFQ. The budget narrative will be compared to the price and budget documentation for each bid response submitted by an individual specifically assigned to conduct a fiscal review.

NOTE: Do not include figures that would indicate the dollar amount of bid response or unit cost in this section. Dollar amounts should be stated in the sealed price/budget portion of your response.

BIDDER NAME:

PRICE QUOTATION

Use this form to state the price offered to DHS for the service to be provided. The price quoted is to be per unit of service as defined in the service description in the RFQ and extrapolated from the budget information provided. Please identify the service being bid, using the title as shown in the RFQ.

Service #1 of 2: Post Adoption Services

Unit Title: Post Adoption Services

Unit Definition: One unit equals the provision of Post Adoption Services to one (1) adoptive family.

Price per unit of service: \$_____/unit

Service #2 of 2: Post Adoption Task Force

Unit Title: Post Adoption Task Force

Unit Definition: One unit equals the development, coordination and ongoing implementation of a Post Adoption Task Force.

Price per unit of service: \$_____/unit

BIDDER: Submit this form in a separate envelope with the budget.

BIDDER RESPONSE: STAFFING ALLOCATION AND QUALIFICATIONS
Michigan Department of Human Services

Bidder Name					
*					
County			Type of Service		
CATEGORY	POSITIONS	RATE/ HOUR	HOURS/ WEEK	# OF WEEKS	QUALIFICATIONS
**MANAGERIAL/ SUPERVISORY					
DIRECT SERVICE					
SUPPORT STAFF					

* Please provide information on staffing only for services to be provided for the request for quote/contract.

**Managerial/supervisory refers to administrative positions. If a position is both administrative and direct service, prorate the position into the correct categories.

Department of Human Services (DHS) will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, height, weight, marital status, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to a DHS office in your area.

RESOURCE GRID

MICHIGAN DEPARTMENT OF HUMAN SERVICES

* Do not include dollar amounts.

** List any match resources your agency will be providing and the fund source of that match.

Resource	Description
Employee Fringe Benefits (FTEs by position)	
Occupancy (square feet and number of Facilities)	
Communications (fax, telephone, number of lines and phones)	
Supplies (general, program, duplicating)	
Equipment	
Local Transportation (number of miles for client transportation)	
Contractual Services	
Specific Assistance to Individuals	
Miscellaneous	

Department of Human Services (DHS) will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, height, weight, marital status, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to a DHS office in your area.